

Housing Opportunities for Persons with AIDS (HOPWA)

Program Overview and New User Training
2016-2017 Grant Year
Monday, July 11, 2016

Part 1: The Big Picture

IHCDA: Who we are

Indiana Housing and Community Development Authority
30 South Meridian Street, Suite 1000
Indianapolis, IN 46204

Phone: 317-232-7777

Fax: 317-232-7778

<http://www.in.gov/ihcda/>



HOPWA Objectives

Goal:

- Increase the availability of decent, safe, and affordable housing for low-income people living with HIV/AIDS

Outcomes:

- Enable assisted households to establish or better maintain stable living in an environment that is decent, safe and sanitary
- Reduce the risk of homelessness
- Improve access to health care and supportive services

Part 2: HOPWA Program Basics

HOPWA Eligibility

HUD Requirements:

- Household must have at least one person with AIDS or related diseases
- Household must be at or below 80% area median income (AMI) for the county in which they reside
 - HUD AMI Figures:
<http://www.huduser.org/portal/datasets/il/il13/in.pdf>

HOPWA Eligibility

Additional IHCDA Requirements:

- 75% of households served must be at or below 50% AMI
 - Household must be engaged in care coordination/case management
 - Household must reside in Indiana for the duration of HOPWA assistance
- * Sponsors **MUST** track and document number of households that are at or below 50% AMI

Documentation

All clients must have a file with the following minimum documentation:

- HOPWA Application and Assessment
- Release of Information
- HIV Verification
- Housing Plan/ Individual Case Management Service Plan
- Program Service Agreement
- Grievances filed (if applicable)
- Termination/Grievance Policy signed
- Income eligibility worksheet/ verification

Case Management

HOPWA-eligible individuals and families may need a variety of services, and it is the responsibility of the sponsor to determine the most appropriate means of assistance, including consideration of other programs and financial resources.

Any client who receives other housing subsidies (Section 8, VASH, etc) are not eligible for HOPWA housing assistance.

Eligible Activities

- Long-Term Rental Assistance (Tenant-Based)
 - Long-Term Program Delivery
- Short-Term Rent, Mortgage, & Utility Assistance (STRMU)
 - Short-Term Program Delivery
- Housing Information
- Permanent Housing Placement
- Administration

Budget Modification

- Each sponsor is allowed one budget modification per grant year under normal circumstances
- Modification requests must be submitted with an original authorized signature on organizational letterhead and must include:
 - Original budget listed by activity
 - Proposed modified budget listed by activity
 - An explanation of why the proposed change is being requested

Program Name: Nastacia's Corner Cube

Program Number: CC- 123-456

Budget Modification Calculations

	<u>Current</u>	<u>Net Change</u>	<u>New</u>
Long-Term Rental Assistance (TBRA)	\$25,000.00	(\$10,000.00)	\$15,000.00
Long-Term Program Delivery	\$600.00		\$600.00
STRMU	\$5,000.00	\$10,000.00	\$15,000.00
STRMU Program Delivery	\$300.00		\$300.00
Facility Operations	\$0.00		\$0.00
Housing Information	\$2,000.00		\$2,000.00
Permanent Housing Placement	\$3,000.00		\$3,000.00
Supportive Services	\$800.00		\$800.00
Administration	\$2,000.00		\$2,000.00
TOTAL	\$38,700.00		\$38,700.00

HUD Distribution Regulations

TBRA+ STRMU+ Facility Ops	≥60%	77.5%
Housing Info+PHP	≤35%	12.9%
Supportive Services	≤35%	2.1%
Administration	≤7%	5.2%
Program Delivery	≤3%	2.3%

Claim Process

- HOPWA funding is provided in the form of reimbursement for expenses incurred by undertaking eligible activities
- After assistance is provided, HOPWA sponsors may submit a claim to <http://www.ihcdaonline.com>
- Claims must be submitted monthly by the 20th of the month.

Claim Process

- Please submit an electronic copy of the claim documentation via IHCDAOnline.com
- Claims are reviewed by the claims representative, who will contact you if there are any questions. Then they are sent to IHCDA's accounting department for further review before the claim is approved and funds are released
- This process usually takes no more than 7-10 business days

Need Help?

Claims Helpdesk- claims@ihcda.in.gov

HOMELESS MANAGEMENT INFORMATION SYSTEM (“HMIS”)

Sponsors are required to integrate with HMIS to improve coordination and to enhance its Clients access to other community assistance programs (i.e. projects that target and serve persons who are homeless). Clients will need to execute consent forms to facilitate the entering of their health information into the HMIS. Costs of staff time entering into HMIS can be reimbursed with the HOPWA grant. For all questions regarding HMIS, please refer to:

The HMIS Help Desk: HMISHelpDesk@ihcdaonline.com



ClientTrack™

Sign In to ClientTrack

User Name

Password

 Sign in

Part 3: HOPWA Activities

Long-Term Rental Assistance

Long-Term Rental Assistance

Long-Term Rental Assistance is a rental subsidy that allows clients to obtain permanent housing in the private market that meets housing quality standards and is rent-reasonable.

- There is no time limit for Long-Term Rental Assistance, but it should be the goal of each sponsor to work with clients to obtain personal housing stability and self-sufficiency.
- Under normal circumstances, a client must have at least a 12-month lease to receive Long-Term Rental Assistance.

Long-Term Rental Assistance

Eligible Expenses:

- Monthly rent
- Utilities

Ineligible Expenses:

- Rent for a unit owned by client's relative
- Security deposit
- Expenses due to repairs or damage
- Mortgage assistance

Long-Term Rental Assistance

Utility Allowance:

Includes the cost of utilities for the unit not covered by the rent.

Eligible utilities:

- Electricity
- Gas or heating oil
- Water
- Sewer
- Trash



Ineligible utilities:

- Cable
- Telephone
- Internet

Long-Term Rental Assistance

Housing Quality Standards:

Unit must be acceptable in terms of:

- Structure and materials
- Access
- Space and security
- Interior air quality
- Water supply
- Thermal environment
- Illumination and electricity
- Food preparation and refuse disposal
- Sanitary condition



Long-Term Rental Assistance

Rent Reasonableness:

Rent must be reasonable in relation to rents currently being charged for comparable units in the private unassisted market and must not be in excess of rents currently being charged by the owner for comparable unassisted units.

Rent Reasonableness is based on figures found at www.GoSection8.com

Long-Term Rental Assistance

Income Verification:

- Client income must be re-verified at least annually.
- Source Documentation: The Sponsor must determine income by examining at least two (2) months of source documents evidencing annual income (for example, wage statement, interest statement, and unemployment compensation statements) for the family.



Long-Term Rental Assistance



Rent Calculation:

- Tenant contributes the greater of (10% gross household income) or (30% adjusted income) minus (utility allowance)
- (Adjustment factors include the age of the individual, medical expenses, size of family and child care expenses.
- HOPWA pays the difference between the rent and the tenant contribution

HOPWA Income Resident Rent Calculation:

<https://www.hudexchange.info/resource/1835/hopwa-income-resident-rent-calculation/>

Long-Term Program Delivery

Eligible Expenses:

- Staff time spent verifying rent-reasonableness
- Mileage to perform housing inspection

Ineligible Expenses:

- Housing referral services
- Moving costs

Long-Term Rental Assistance

Documentation:

- Signed and dated lease, including agreements between sponsor/landlord, tenant/landlord, and sponsor/tenant
- Housing inspection
- Income verification and exclusions
- Rent calculation
- Utility allowance calculation
- RAP (Rental Assistance Payment) Contract
- W9 Tax form

Short-Term Rent, Mortgage, and Utilities

Short-Term Rent, Mortgage, and Utilities

STRMU is rent, mortgage, and utility assistance paid on a recipient's behalf in order to prevent homelessness as an intervention to help a household maintain their current housing.

- Unlike Long-Term Rental Assistance, STRMU can pay for up to 100% of rent, mortgage, or utility costs for the duration of the assistance. However, recipients should contribute what they are able to.

METHOD FOR CALCULATING 21 WEEKS FOR STRMU

1. Round one month to four weeks, yielding a maximum total of 5 months of assistance.

Example: A rental period of June 1-June 30 is rounded down to 4 weeks. If payment was made for 75% of a month's rent it would be tracked as 3 weeks; 50% of a month's rent would be tracked as 2 weeks, and 25% of a month's rent would be tracked as 1 week.

Short-Term Rent, Mortgage, and Utilities

Examples of emergency need where STRMU could help:

- Increased medical expenses due to changes in health
- Change in family composition that reduces household income
- Loss of employment

Situations where STRMU would not be appropriate:

- Tenant cannot afford security deposit at new apartment
- Tenant has difficulty contributing to utilities in a home where he or she are not named on the lease.

Short-Term Rent, Mortgage, and Utilities

Eligible Expenses:

- Back or ongoing payments for rent, mortgage, and utilities only

Ineligible Expenses:

- Security deposit
- Realtor fees
- Unsustainable recurring living costs

Short-Term Program Delivery

Eligible Expenses:

- Staff time spent processing payments or assessing need

Ineligible Expenses:

- Anything unrelated to addressing temporary emergency need in current housing

Short-Term Rent, Mortgage, and Utilities

Documentation:

Sponsors must keep a file for all STRMU recipients that includes:

- Proof of recipient's residency and responsibility for the expenses in question
- Signed and dated lease (for rent assistance)
- Copies of all checks paid to landlord, property management, utilities, etc
- Documentation of emergency need
- 21-week assistance tracking sheet
- W9 Tax form

Housing Information

Housing Information



- Services dedicated to helping persons living with HIV/AIDS and their families to identify, locate, and acquire housing;
- This may also include fair housing counseling for eligible persons who may encounter discrimination based on race, color, religion, sex, age, national origin, familial status, or handicap/disability.

Housing Information

Eligible Expenses:

- Counseling or housing referral services
- Cost of producing informational materials to educate clients on housing opportunities
- Salary for housing counselors

Ineligible Expenses:

- Credit checks
- Application fees
- Security deposits

Housing Information

Documentation:

- Signed time sheets detailing time spent working with eligible clients
- Receipts or invoices for materials used directly in eligible Housing Information activities

Permanent Housing Placement

Permanent Housing Placement

A supportive housing service that helps establish the household in the housing unit, including but not limited to reasonable costs for security deposits not to exceed two months of rent costs.

Permanent Housing Placement

Eligible Expenses:

- Application fees
- Credit checks
- Security deposits (not exceeding two-months rent)
- Utility connection fees
- Staff time spent administering an eligible Permanent Housing Placement activity

Ineligible Expenses:

- Counseling costs
- Moving services
- Regular recurring costs such as rent or utilities

Permanent Housing Placement

Documentation:

- Copies of checks paid to landlords, utilities, etc.
- Signed time sheets detailing time spent working with eligible clients receiving Permanent Housing Placement assistance
- Receipts or invoices for materials used directly in eligible Permanent Housing Placement activities

Administration

Administration

Administration is defined as general management, oversight, coordination, evaluation, and reporting on HOPWA-eligible activities.

Which statement(s) is **true** for Administrative cost?

Test Statements:

1. The cost of materials used to create brochures about local housing options for HOPWA-eligible clients should be claimed under Admin.
2. Staff time spent compiling the Annual Progress Report should be claimed under Administration
3. 75% of a case manager's staff time is spent working with HOPWA recipients. Therefore, up to 75% of the cost of rent for the case manager's office space may be claimed as HOPWA Administration.

Administration

Eligible Expenses:

- Office supplies
- Postage
- Rent and utilities for office space
- Costs associated with attending HOPWA trainings
- Staff time spent creating reports, compiling claims, etc.

Ineligible Expenses:

- Costs directly associated with other eligible HOPWA activities

Administration

Documentation:

- Signed, detailed timesheets
- Receipts
- Invoices
- Copies of checks to property management, utility, etc.

Questions?

THANK YOU!

If you have any questions later, please contact:

Nastacia' Moore

namoore@ihcda.in.gov

317.232.2761